



PARKS AND RECREATION COMMISSION
Minutes of Regular Meeting of July 18, 2018
City Council Chambers, One Twin Pines Lane, Belmont, CA

CALL TO ORDER: 7:04 PM.

ROLL CALL

Commissioners Present: Bortoli, Cotten, Foehr, Fox, Hosmer Raddavero, Mittelstadt, Michaels
Commissioners Absent: Block
Staff Present: Parks and Recreation Director Shearer, Administrative Assistant Clark, Office Assistant II Gonzalez

PLEDGE OF ALLEGIANCE

Led by Chair Mittelstadt

COMMISSIONER ANNOUNCEMENTS / AGENDA AMENDMENTS

Commissioner Bortoli announced the Senior Advisory Committee is developing protocols for welcoming new community members to the center.

Commissioners Michaels and Fox thanked the department for putting on the dog community event.

Commissioner Mittelstadt shared the Belmont Park Boosters have two summer concerts left.

CONSENT CALENDAR

June 6th, 2018 Draft Minutes

ACTION: On a motion by Commissioner Mittelstadt, seconded by Commissioner Michaels, the minutes were unanimously approved. Cotten said his name was misspelled on Staff Report 6E.

ITEMS OF BUSINESS

Presentation of Design Options for ADA and Other Improvements to Playground Equipment and Surfacing Materials at O'Donnell Park

Director Shearer welcomed Gina Latimerlo, member of the O'Donnell Park Committee and President of Homeview Neighborhood Association. Latimerlo provided a brief history of O'Donnell Park and the playground design process. She shared that 25% of the neighbors surveyed gave their feedback on the playground's new design. Committee members then visited various parks to help select a single manufacturer: BCI Burke, who provided two potential playground designs.

Latimerlo welcomed Parks Manager Daniel Ourtiague and Landscape Architect John Cahalan, who presented the two design options. Both designs included two different levels of difficulty, a natural color scheme, play equipment, natural elements, musical panels, and climbers. Ourtiague added that some play features are interchangeable. Cahalan commented that the surface of the playground area

would be a poured in place rubber surfacing. Latimerlo added that the committee unanimously preferred option A due to its variety of play options and earthy, treehouse feel.

Commissioners asked questions about the project:

- In response to Commissioner Raddavero, Cahalan confirmed the shade canopies would last as long as the play structure; color fading would be minimal with the natural color selection.
- In response to Commissioner Hosmer, Director Shearer clarified the play area and pathway would be ADA compliant, but the rest of the park would still require modifications.
- In response to Commissioner Fox, Latimerlo stated additional amenities were not necessary.
- In response to Commissioner Fox, Ourtiague said the playground footprints will remain the same.
- In response to Commissioner Michaels, Cahalan stated the playground would increase the likelihood of children interacting.
- In response to Commissioner Michaels, Ourtiague stated there are additional tables in the park, though these can be renovated.
- In response to Commissioner Michaels, Ourtiague stated there are water fountains that are accessible and compliant.
- In response to Commissioner Foehr, Ourtiague stated the swing fall zone surface may be a different color.
- In response to Commissioner Bortoli, Cahalan commented you may adjust the drums and chimes so they are not sharp-sounding.
- In response to Commissioner Mittelstadt, Latimerlo responded that 25% of an estimated 260 households completed the survey.
- In response to Commissioner Mittelstadt, Cahalan stated that the play areas could each accommodate 30 or more children.

Community Public Comments:

- Belmont resident Jason Villanman asked that a crosswalk be installed, along with power outlets for community events. Ourtiague responded he is working with Public Works on the crosswalks and stated the park has power in the irrigation controllers and may have more in the future.
- Belmont resident Isaac Villanueva asked about improving O'Donnell Park's basketball courts, providing a dog park, and fixing the water fountain.
- Belmont resident Elise Latimerlo expressed support for option A.

Commissioners shared comments on the project:

- Commissioners Bortoli, Foehr, Fox, Raddavero, Michaels, Cotten, and Mittelstadt expressed support for option A.
- Commissioner Michaels suggested musical instruments without batteries, connecting the stand-alone play structures to facilitate interaction, and adding additional seating.
- Commissioner Fox commented making the outline curvilinear would be ideal.
- Commissioners Michaels, Raddavero, Cotton, Fox and Mittelstadt suggested replacing/fixing other park amenities to accompany this project.
- In response to Commissioner Hosmer, Latimerlo said the committee selected option A based on priorities expressed by the community through surveys and online discussions.
- In response to Commissioner Raddavero, Ourtiague said there is no lighting nor restroom at this neighborhood park. Latimerlo said the Homeview Neighborhood Association brings flood lights to the park for community events.

- Commissioner Raddavero suggested a crosswalk and stairs directing pedestrians to it.

ACTION: On a motion by Commissioner Cotten, seconded by Commissioner Fox, the Parks and Recreation Commission unanimously recommended design option A for O'Donnell Park for both age groups. (Commissioner Block absent.)

Update on the progress of the design of the synthetic turf at the Belmont Sports Complex

Director Shearer said she is communication with Callendar Associates regarding permits and drainage for the project. City staff tested existing drains, revealing malfunctions which require a project expansion. In addition, the asphalt path around the fields will be redone to increase safety. New scoreboards were received. Once the dugout is raised, the North Field scoreboard will be relocated due to construction; in addition, netting will be added, similar to the South Field.

Commissioners asked questions about the project:

- In response to Commissioner Mittelstadt, Director Shearer stated all lighting would be renovated with one additional light pole and new up-lighting.
- In response to Commissioner Mittelstadt, Director Shearer said there would be a 4-foot perimeter fence and signage to discourage improper use of the fields. Commissioners Mittelstadt and Bortoli wanted to ensure the public was not locked out of the field.
- In response to Commissioner Bortoli, Director Shearer said \$1,500 was budgeted for equipment to do weekly field maintenance; in addition, semi-annual maintenance would be contracted out.
- In response to Commissioner Bortoli, Director Shearer said she would look into how often the turf would need to be replaced. She also clarified Callendar Associates requested cork infill, which would require less water.
- In response to Commissioner Bortoli, Director Shearer said the project is estimated to begin Thanksgiving of 2019, weather permitting.
- In response to Commissioner Bortoli, Director Shearer stated staff had a meeting with the fall sports leagues to inform them about the project and how it may impact them.
- In response to Commissioner Cotten, Director Shearer said she is working with multiple agencies to acquire the necessary permits for the project.
- In response to Commissioner Foehr, Director Shearer stated home plate and the pitcher's mound would be the only dirt and would be patched with turf in the offseason.
- Commissioner Foehr suggested monitoring the fields for unscheduled use by teams.
- In response to Commissioner Fox, Director Shearer clarified that there are currently scoreboards in the South Field and the new ones are being installed on the North Field.
- In response to Commissioner Hosmer, Director Shearer said there was a buffer in the budget to hopefully cover any permit fees and additional design scope.
- In response to Commissioner Raddavero, Director Shearer stated the scoreboard at the North Field would be relocated for greater visibility during the synthetic turf installation.

Fiscal Year 2018 Parks and Recreation Department Budget

Director Shearer shared that City Council passed a budget in June. Parks and Recreation are not envisioning any budget cuts; additionally, there is a commitment in the capital improvement project budget for roads and sewers as well as to Parks and Recreation. City Council also discussed increasing the hotel tax rate and reiterated their support for improvements at the Sports Complex and Barrett Community Center as well as the Twin Pines Master Plan. Funding is still being identified for the

additional cost of the O'Donnell Park project. The Parks and Open Space Master Plan will be in next year's budget.

Commissioners asked questions about the budget:

- In response to Commissioner Fox, Shearer said the reimbursement per artist for the Utility Box would be negotiated between Community Development, Finance and Parks, and Recreation.
- In response to Commissioner Michaels, Director Shearer said Barrett Community Center's redesign is currently being driven by City Council, not the Parks and Recreation Commission.
- In response to Commissioners Michaels, Director Shearer stated she is evaluating resources allocated to facilities management by reviewing staff activities detailed in monthly reports.
- In response to Commissioners Michaels, Director Shearer said it would be easier to analyze cost recovery for various age groups, etc. after using ActiveNet a year.

Parks and Recreation Commission Priorities

In response to Commissioner Michaels, Director Shearer stated that there was a meeting on July 12th with the consultant for the Twin Pines Master Plan. Community Outreach will begin at the Summer Concert on July 29th.

Approval of the Utility Box Art Selection Committee's Recommendations for Designs

Director Shearer shared that 14 submissions were received from 10 artists and 4 of them were youth. A committee of artists, commissioners, and staff then evaluated submissions to select the final designs, which Shearer shared in a presentation.

Commissioners shared comments on the project:

- In response to Commissioner Bortoli, Director Shearer said that some designs might have to be repositioned on the boxes to make sense.
- The commission discussed locations listed on the "Roadmaps" design. Director Shearer said she would meet with the artist on location to map out the signs before they are painted.
- In response to Commissioner Mittelstadt, Director Shearer stated the designs will go to City Council before the project moves forward.

ACTION: On a motion by Commissioner Foehr, seconded by Commissioner Cotten, the Parks and Recreation Commission unanimously recommended the proposed Utility Box Art Designs. (Commissioner Block absent.)

Twin Pines Master Plan Update and Appointment of Commissioners to Committee

Director Shearer shared that the Twin Pines Master Plan Committee and city staff met with the consultant and decided to begin community outreach to gather feedback on visions and concerns. Outreach will be conducted at the July 29th Summer Concert, September 7th Movie Night, October 13th Water Dog Run, and October 14th Save the Music Festival. Shearer is also working with San Mateo County to determine if any designs align with the goals of the Belmont Creek Study. Commissioners Bortoli, Foehr, and Michaels volunteered to participate in the Twin Pines Master Plan Committee moving forward. Some investigation is needed to ensure Commissioner Hosmer's additional participation does not violate the Brown Act since he is a youth commissioner.

OTHER BUSINESS / UPDATES

Department Reports

Director Shearer shared department updates:

- In response to Commissioner Michaels, Director Shearer said there are grants for car e-charging stations, but they would only cover the equipment itself; installation would be about \$100,000 per station. Private funding might be an option.
- New fall programs include: Parents Night Out, movie nights, Mega Math, Robotics, Engineering 101, Challenge Island, Tinker Garden, Silicon Valley for You, and Irish dancing.
- Positive feedback has been received regarding Barrett off-leash dog hours, planting around the Alameda, and the Belmont Community Learning Center.
- Director Shearer shared a presentation with department highlights including: Color Week at Camp SOAR, new benches at Barrett and Belameda, new signage at Water Dog Lake, beautiful private events held in city facilities, a community garden potluck held by the volunteer coordinators, the kick-off event for “Summer Fun” off-leash hours at Barrett, and the Senior and Community Center Red, White, and Blue Dance and Bastille Day celebration.
- The Parks and Recreation office is selling department t-shirts.

Commissioner Questions and Comments

Commissioner Michaels asked about reducing the amount of time it takes to implement capital improvement projects like O'Donnell Park in the future. Director Shearer responded that the city-wide ADA improvement plan will help the department create a roadmap for future projects.

ADJOURNMENT: 9:28 PM.

Brigitte Shearer
Parks and Recreation Director